

Stipulations and Motions to Approve Stipulations**Rules to Remember:**

- Motions to Approve a Stipulation and Stipulations themselves **MUST** be filed as separate documents. You **must** create two separate PDF files to enter them correctly. (Certificates of Service may always be filed with the Motion as an attachment.)
  - Amended Motions are always linked to the **original motion**.
  - Amended Responses/Objections are always linked to the **original motion**.
1. File the Stipulation first. Select the **Stipulation event** (found in the **Other category**.)
  2. Select all of the parties to the stipulation as the filers.
  3. Browse and select the Motion to Approve a Stipulation with the Certificate of Service. Click **Next** to continue.
  4. A screen will appear Refer to existing events? **Check the box** and click **Next** to continue.
  5. **Link the Stipulation** to the original document or event filed. Do not link it to the response, objection/opposition or hearing. (e.g., Link it to the Motion for Relief from Stay, the Motion to Sell, the Objection to Claim.) and complete your transaction.
  6. Next, file your Motion to Approve the Stipulation and linking it to the previously filed Stipulation.
  7. Certificates of Service may be filed as part of the Motion to Approve or as a separate document linked to both the Stipulation and the Motion to Approve.